

Section 4: Environmental Records

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	BNL-Site Specific Records Retention Schedule Section 4: Environmental Records Note: Records Marked With 'EPI' Are Under A Moratorium. Do Not Destroy These Records.					
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2	Series title	Description	4	Schedule	Cutoff	Retention
3	90 Day Accumulation Area Weekly Inspection Checklist	This series consists of signed, original, completed Hazardous Waste Management (HWM) Inspection Form covering the 90 day areas in (list Dept/Div/Facility). It includes an environmental, safety, health, and quality form available from the Standard Based Management System (SBMS) called the "90 day accumulation area weekly inspection checklist " which states the dates and area location, verifies conditions of the area, and provides information concerning leaks or accidents. It is used as a tracking mechanism and is kept for reference, verification, and auditing purposes.	4	ENV-2.A.1.C	Calendar	Destroy 3 years after date of inspection.
4	Administrative Record	These records document the basis for selecting a CERCLA (Comprehensive Environmental Response Compensation and Recovery Act) response action/remediation action, RCRA (Resource Conservation and Recovery Act) permit/permit modification/or closure plan action by the U.S. Environmental Protection Agency (EPA), the U.S. Department of Energy (DOE), state agencies, the public, or other interested parties. These records are arranged by Operable Unit (OU) and has an index to locate documents. These files contain historical data on the identification and remediation alternative of waste sites. The administrative record also includes documents which demonstrate the public's opportunity to participate in and comment on the selection of the remedial action. Documents may include, but are not limited to, Remedial Investigation/Feasibility Study (RI/FS) work plan, guidance documents, proposed plan, public notices, Record of Decision (ROD), explanation of significant differences, permit application, corrective measures study report, interim response action proposal, applicable National Environmental Protection Act (NEPA) documentation, and all other decision documents available for public comment and use. Copies are available at EPA Region II (New York City), Brookhaven National Laboratory's Research Library, Longwood Public Library, and the Mastic-Moriches-Shirley Public Library.	4	ENV-1.A	Calendar	Destroy 75 years after the termination of the applicable FF&CO. U.S. Department of Energy (DOE) shall notify the U.S. Environmental Protection Agency (EPA) at least 90 calendar days prior to the destruction of these records, and upon request by the EPA, DOE shall relinquish custody of the records or copies of the records to the EPA.

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5	Berm Drain Authorization Forms	This series consists of berm drain authorization forms at the Central Steam Facility (CSF). Berm drains are excavations at the base of tanks to catch water run off for testing prior to disposal or treatment. These forms provide a record of each discharge from a bermed area at the CSF, including a pre-drain inspection to verify that the water does not have a visible sheen. These records are kept for reference and verification purposes.	4	ENV-4.E.3	calendar	Until tank closure.
6	Cylinder Data And Analysis Reports	This series consists of a report, issued by the Earth Resources Corporation, which summarizes Brookhaven National Laboratory (BNL) contract 770718, sampling, analyzing, and recontainerizing, when necessary, 160 gas cylinders with unknown contents located at BNL. It includes daily safety meetings, production and cylinder processing logs, and air analysis data. This is used to facilitate examination and repackaging of gases and is kept for verification purposes.	4	ENV-6.B	Calendar	Permanent. Cut off 5 years after disposal. Transfer to NARA 25 years after cutoff.
7	Emergency Contingency Plans	This series consists of the emergency response plans which identify environmental and safety hazards at a facility and surrounding areas. These are posted at, but not limited to, the 90 day areas. The plan lists phone location, name of contact, and diagram of pertinent area. These plans should coordinate state, federal, and local governments, and other emergency personnel's responses to those hazards. It is used for procedural and emergency response documentation. It is kept for reference, verification, and auditing purposes.	4	ENV-1.B.1	Calendar	Destroy 3 years after issuance of a new plan.
8	Environmental Monitoring Reports	This series consists of environmental monitoring reports used to identify the progress on the environmental monitoring plans at Brookhaven National Laboratory (BNL). It may include environmental monitoring data for contaminants such as; dust, lead, metal fumes, chemical and noise dosimetry. This series is used for operational purposes and kept for reference.	4	ENV-1.D.8	Calendar	Destroy when 75 years old. Cut off when reports are superseded, obsolete, or canceled.

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9	Environmental Program Support Records	This series consists of the ISO 14001/Environmental Management System (EMS) support documentation for the (list Dept/Div/Directorate) it includes EMS (list Dept/Div/Directorate) Project team meeting records; EMS Committee Meeting records; EMS Program Implementation records; project plans; progress reports; environmental aspects spreadsheets; EMS (list Dept/Div/Directorate) Program description; and internal communications. It may also include original or copies of the phase ii process evaluation project documentation; experimental safety reviews; FRP (Facility Review Project) Building Review Checklist; regulatory permits; compliance inspection report; EMP forms; operational control forms; external communications; and other related documentation. This series is used to show department/division conformance to the ISO 14001/ems program.	4	ENV-1.K.1.B	Calendar	Cut off annually. Destroy 25 years after cutoff.
10	Facility Inspection Reports	This series contains on-site property inspection reports which may include, but is not limited to the following: maintenance requirements, availability and space allotment, quarterly inspections, cited violations, recommendations, pending deficiencies to be resolved, audits, memos and correspondence.	4	ADM-18.9	Fiscal	Cut off at end of fiscal year. Destroy 75 years after discontinuance of facility.
11	Hazardous Waste Control -Manifests	This series consists of manifests covering shipment of non-radioactive materials. It covers contents of the shipment, date shipped, carrier, and destination, but does not contain the control forms. Original copies are sent to New York State. This series is used to document hazardous waste shipping and is kept for verification and auditing purposes.	4	ENV-2.D.1	Calendar	Cut off annually. Destroy 3 years after shipment.
12	Hazardous Waste Inventory	This series consists of hazardous, non-radioactive waste inventory files. These records indicate the amount and types of non-radioactive waste. These records are used for regulatory, auditing, and reference purposes.	4	ENV-2.C.4	Calendar	Destroy 3 years after shipment date.
13	Hazardous Waste Tank Inspections	This series consists of inspection records of hazardous waste storage tanks that record date and time of the inspections, notes of observations made, date, and nature of any repairs or other remedial actions. The documentation includes, but is not limited to, operational log, daily surveillance sheets, system test results, trained operators list, trained users list, drawings and photos pertaining to the surveillance of	4	ENV-2.A.1.D	Calendar	Destroy 3 years after date of inspection.

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14	Hazardous, Radioactive, And Mixed Waste Inspection Checklists	This series consists of signed, original, completed hazardous waste management (HWM) inspection forms covering waste storage areas in (list of Dept/Div/Facility) . It includes Environmental, Safety, Health, and Quality form available from the Standard Based Managment System (SBMS). These forms state the dates and area locations, verifies conditions of the areas, and provides information concerning leaks or accidents. The series could includes, but is not limited to, original emergency contingency plans, copies of waste control forms, and other related documentation. It is used as a tracking mechanism and is kept for reference, verification, and auditing purposes.	4	ENV-2.A.1.D	Calendar	Destroy 3 years after date of inspection.
15	Logbooks - Equipment Testing And Development	This series consists of logbooks which document the equipment testing and development. It may support calibration activities, problem resolution, sampling, monitoring, and reporting. It is used for equipment verification and reference purposes.	4	ENV-1.E.7	Calendar	Destroy after 5 years or after disposal or clearance of tool/equipment from project.
16	Meteorological Monitoring	These records document the data collected from the weather monitoring stations at Brookhaven National Laboratory (BNL) which support environmental monitoring programs. It is used to report overall annual dose, calculated concentrations of routine and accidental releases, and supports real time plume trajectory forecasting system. Records include, but are not limited to, strip charts of real time measurements of wind speed and direction, temperature, wind chill, relative humidity, dew point, perception, and other related information. These records are used for job/task functions and are kept for reference, verification, and support purposes.	4	ENV-4.C.1	Calendar	Destroy when 10 years old.
17	Monitoring & Measurement - Air Discharge Records	This series consists of evaporator, hood, stack, and exhaust fan discharge records which calculate the potential release of contaminants and radionuclide from specific locations. Records may include, but are not limited to, trace emissions, data sheets, instrument type and serial number and location, what type of toxic or radioactive material the hood is used for, and calibration information and approval. This series is used to supplement the National Emission Standards for Hazardous Air Pollution (NESHAP) Reports and to fulfill partially the requirements of the U.S. Environmental Protection Agency (EPA). This series is kept for verification, regulatory, and auditing purposes.	4	ENV-4.B.3	Calendar	Cut off annually, retire to FRC 5 years after cutoff. Destroy when 75 years old.

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18	Monitoring And Measurement - Air Filter Records	This series consists of air filter documentation used to gather, analyze, and report air quality data including hot cell air quality and filter efficiency data in radiological control areas. Records may include, but are not limited to, air filter information, raw data derived from filters, such as filter number and amount of particulates, filter efficiency test reports and data, and filter inventory lists.	4	ENV-4.B.2.A	Calendar	Cut off annually. Retire to FRC 5 years after cutoff. Destroy when 75 years old.
19	Monitoring And Measurement - Soil	This series consists of statistical monitoring process data gathered to make comparisons between different soil monitoring locations or time periods. This data is used for summary reports and is kept for verification purposes	4	ENV-4.A.4	Calendar	Destroy when results are incorporated into summary reports or when 5 years old, whichever is earlier.
20	Monitoring And Measurement - Water	This series consists of statistical monitoring process data gathered to make comparisons between different water monitoring locations or time periods. This data is used for summary reports and is kept for verification purposes.		ENV-4.D.4	Calendar	Destroy when results are incorporated into summary reports or when 5 years old, whichever is earlier.
21	Monitoring And Measurement Procedures - Air	This series consists of compliance procedures for air monitoring and measurement. These records detail the specific methods and frequency of environmental monitoring. They are kept for regulatory, auditing, and references purposes.	4	ENV-4.B.1	Calendar	Cut off when superseded or obsolete. Destroy when 75 years.
22	Monitoring And Measurement Procedures - Soil	This series consists of compliance procedures for soil monitoring and measurement. These records detail the specific methods and frequency of environmental monitoring. They are kept for regulatory, auditing, and references purposes.		ENV-4.A.1	Calendar	Cut off when superseded or obsolete. Destroy when 75 years old.
23	Monitoring And Measurement Procedures - Water	This series consists of compliance procedures for water monitoring and measurement. These records detail the specific methods and frequency of environmental monitoring. They are kept for regulatory, auditing, and references purposes.		ENV-4.C.1	Calendar	Cutoff when superseded or obsolete. Destroy when 75 years.
24	Non-Radioactive Waste Control Forms	This series consists of original, signed, numbered forms describing quantity and type of non-radioactive (hazardous) materials. The forms are used to track hazardous waste from pickup to final disposition and describe quantity and type of hazardous (non-radioactive) materials. The forms are used by the Waste Management Division to document pick-up, storage, and disposal of hazardous wastes. This form was previously known as "hazardous waste control form". This series is used for tracking tasks and is kept for reference, verification, and auditing purposes.	4	ENV-2.D.1	Calendar	Cut off annually. Destroy 3 years after shipment.

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25	Operational Logbooks	This series consists of logbooks that document a chronological history which provides a summary of shift and daily activities related to program and functions. It represents each shift change in the control room of applicable facilities with original signatures of shift supervisors. These logbooks list significant action, daily surveillance and maintenance activities occurring during normal operations. These records are used to support job/task functions; and are kept for reference, verification, and auditing purposes.	4	ENV-1.E.6	Calendar	Destroy after 75 years.
26	Process Assessments	This series contains original Process Assessment Documents pertaining to Brookhaven National Laboratory (BNL) industrial processes. It includes plans, reports, listing of requirements, criterias, and correspondence with the U.S. Environmental Protection Agency (EPA), as it relates to environmental compliance issues. It gives detailed evaluation of all wastes, effluents and air emissions. It lists findings, recommends corrective actions and tracks compliance of outstanding issues. A corresponding database "PEP 2000" accommodates sitewide ECR's (Environmental Compliance Representatives) inputs. The information is coordinated by Environmental Services Division (ESD) and data is backed up on Information Technology Division (ITD) server.	4	ENV-2.3.B	Calendar	Destroy 75 years after action is taken.
27	Process Knowledge Forms	This series consists of forms kept by the (list dept/div/group). The form is a certification signed by the a Radiological Control Division (RCD) staff member who has been specifically designated by the Facility Services Manager. These forms were previously known as "green tags". These forms are used and kept for reference, verification, and auditing purposes.	4	ADM-18.35.1.B	Calendar	<p>EPI-- Destroy either upon an item's permanent removal from service, or upon permanent termination of the item's use, unless the documentation will be applicable to a replacement item.</p> <p>EPI -- Records marked with 'EPI' are under a moratorium. Do not destroy these records.</p>

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28	Project Case File - Environmental (Name Of Project)	This series contains ems project documentation for (list project name) and documents the activities of the project from initiation through competition. These files may include contract/work agreements, statements of work, funding/budget documentation, project plans, project justification, audits, project reviews/event documentation, client status reports, permits, organizational structure, property lists, deliverables, meeting minutes/agendas, closure plans, final reports, reports related to milestones, project scope, staffing, initiation or execution of the project. Files may also include engineering design reviews and as-built drawings.	4	ENV-1.K.2.B	Calendar	Cut off at project completion. Destroy 25 years after project completion.
29	Project File - Tritium HFBR Remediation	This series consists documentation relating to the High Flux Beam Reactor (HFBR) Tritium Remediation Project. It contains quarterly and annual reports, back- up data, draft plans, maps, charts, correspondence, plans and specifications.there is a project file plan included with the records. All originals are located in the recording holding area in fireproof cabinets. The keys to these cabinets are in Environmental Restoration Division (ERD). This series is used for project documentation and is kept for reference, verification, and legal purposes.	4	ENV-1.J.1	Calendar	Cut off at the end of the project or in 5 years. Retire to FRC in 5 year blocks. Destroy after 75 years.
30	Radioactive Waste Accumulation Area Monthly Inspection Checklist	This series consists of the signed, original completed radioactive waste management inspection forms covering radioactive waste areas in (list Dept/Div/Facility). It includes an Environmental, Safety, Health, and Quality form available from the Standard Based Management System (SBMS) called the " Radioactive Waste Accumulation Area Monthly Inspection Checklist" which states the dates and area location, verifies conditions of the area, and provides information concerning leaks or accidents. It is used as a tracking mechanism and is kept for reference, verification, and auditing purposes.	4	ENV-2.A.1.D	Calendar	Destroy 3 years after date of inspection.

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2	Series title	Description	4	Schedule	Cutoff	Retention
31	Radioactive Waste Control - Shipment Records	This series consists of project documentation concerning the shipment of radioactive waste offsite. It contains original forms from onsite generators, some analytical reports, shipping schedules, and destination of shipments. This series is used to facilitate waste shipment and is kept for verification purposes.	4	ENV-2.D.3	Calendar	Destroy when 75 years old.
32	Radioactive Waste Control Forms	This series consists of original, signed, numbered forms completed by the waste generators for each container/package of radioactive or mixed waste from pickup to final disposition. The forms are used by the Waste Management Division to document pick-up, storage at the Waste Management Facility, and disposal of radioactive wastes. It includes such information as who generated the waste, destination, and definition of waste shipped. This series is used and kept for reference, verification, and auditing purposes.	4	ENV-2.D.3	Calendar	Destroy when 75 years old.
33	Radioactive Waste Inventory - High Level Radioactive Wastes	This series consists of the inventory of high level radioactive waste identifying types and location of waste scheduled for transport for disposal. It contains schedule information and plan documents for the conduct of the inventory. This series is used for tracking and job/task functions. They are kept for verification, regulatory, and auditing purposes.	4	ENV-2.C.6	Calendar	Retire to FRC in 5 year blocks. Destroy in 75 years.
34	Radioactive Waste Inventory - Low Level And Mixed Wastes	This series consists of low level radioactive and mixed waste inventory files. These records indicate the amount and types of low level radioactive and mixed waste. These records are used for regulatory, auditing, and reference purposes.	4	ENV-2.C.3	Calendar	Destroy 5 years after permit expires.
35	RCRA (Resource Conservation And Recovery Act) Inspections	This series contains weekly inspection checklists required by RCRA (Resource Conservation and Recovery Act) from both Waste Management and Hazardous Waste Management Facilities. It includes: date and time of inspection, notes on observations made, date and nature of any repairs, or other remedial actions, and inspection checklists of areas where wastes are stored. It is used to track inspection of waste storage facilities and is kept for verification purposes.	4	ENV-2.A.1.A	Calendar	Destroy 5 years after life of facility.

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2	Series title	Description	4	Schedule	Cutoff	Retention
36	Site Environmental Impact Statement	This series contains the original, signed copies of the Brookhaven National Laboratory (BNL) Site Environmental Impact Statement (EIS). An EIS is required for proposed major federal actions that significantly affect the quality of the human environment. This series also includes, but is not limited to, charts, analytical data, and related correspondence. The permanent copy is maintained by the U.S. Department of Energy (DOE) Operations Office. A Supplemental Analysis (SA) is prepared if there are substantial changes to the proposed action or significant new circumstances or information relevant to environmental concerns for an action covered by an existing, approved EIS. An SA is prepared to determine if a supplemental EIS or a new EIS should be prepared.	4	ENV-2.F.A.B	Calendar	Destroy when no longer needed.
37	Site Environmental Report (Ser)	This series consists of documentation relating to the Site Environmental Report (SER). The SER supplements U.S. Department of Energy (DOE) Orders 5400.5 and 231.1. It is a summary of all environmental performance of BNL and a summary of our compliance with applicable environmental regulations. The report summarizes the programs, results, and status of BNL's environmental programs. The programs include environmental management, Integrated Safety Management (ISM), pollution prevention, and compliance assurance. The SER serves as a tool to communicate information to staff, DOE, regulators, and the public.	4	ENV-1.D.2	Calendar	Cut off when superseded, obsolete, or canceled. Destroy when 75 years old.
38	Spills Reports	This series consists of documentation relating to spills and responses at Brookhaven National Laboratory (BNL). It is kept in binders labeled "Spill Prevention Control and Countermeasure Plan and Oil Pollution Response Plan." The information included in these records are the type of spill and the corrective actions taken, sample analysis, follow-up and clean-up activities, correspondence, and reports. It is used for administrative purposes and is kept for reference and auditing reasons.	4	ENV-2.B.2	Calendar	Destroy 10 years after cleanup.
39	Storage Tank Inventories	This series consists of storage tank inventories which include reference material, copies of regulatory requirements, departmental inventories, correspondence with regulatory agencies on notification of tank removals, and Suffolk County Health Department Tank Inspections. Included in this series are reports and project documentation used for job/task functions and for reference and project/work in progress.	4	ENV-2.C.2	Calendar	Destroy after facility closes.

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40	Waste Acceptance Criteria - Radiological	This series consists of reports and documentation of criteria established by a disposal facility for acceptance of radioactive wastes. It includes correspondence regarding their criteria, a copy of the standards and requirements, and the contract and pricing information for disposal. This series is used for job/task functions and is kept for reference, verification, guidance, and regulatory purposes.	4	ENV-2.D.5.A	Calendar	Destroy after 20 years.
41	Weapons Inventory	This series is an inventory listing of weapons, including serial numbers and employee assignments, pertaining to the security force in the Safeguards and Security Division (SE). The original list is maintained by the Procurement and Property Management Division (PR) in an inventory database and is backed up by the Business Systems Division (BD). This inventory is signed, dated, and a copy is kept in SE. This series is used and kept for reference, verification, and auditing purposes.	4	ADM-3.9.A	calendar	Destroy 2 years from date of list unless subject to retention by item 9c, due to inventory discrepancies.
42	Wildlife Management Plan	This series consists of the documentation relating to the Wildlife Management Plan established to comply with regulatory requirements which mandates the writing of such a plan. It includes original, signed and verification copies of reports, experimental notes/data, project documentation, and finding aids/indices. This plan encompasses a brief ecological description of Brookhaven National Laboratory (BNL) site including information relating, but not limited to, vegetation and wetlands. It also includes a description of existing wildlife at BNL based on previous studies, a plan of action, confidential maps, and related correspondence. This series is used for job/task functions, research and development, procedural, and operational purposes. It is kept for reference, verification and auditing reasons.	4	ENV-1.F.2	Calendar	Cut off when superseded, obsolete, or canceled. Destroy when 5 years old with approval from site owner.